



Current as of: 25 October 16

CIVILIAN PERSONNEL SECTION FACT SHEET

SUPERVISOR'S EMPLOYEE WORK FOLDER (971 Folder)

The Supervisor's Employee Work Folder is a set of records used in managing the performance of employees at the unit level. It consists of the AF Form 971 (Supervisor's Employee Brief), and related documents. The AF Form 971 is an automated record maintained by the immediate supervisor for each civilian employee supervised. The Employee Work Folder consists of six sections:

Section 1 - AF Form 971: This automated record is generated when personnel actions occur (appointments, transfers, promotions, reassignments, etc.) and is sent to the supervisor. If you do not receive a copy or need an updated copy, please submit a request to the Civilian Personnel Customer Service box at 86fss.fseciviliancustomerservice@us.af.mil. The AF Form 971 is for the supervisor's use. The documented information maintained may be required in making and supporting workplace decisions or work assignments. The employee also has a right to review the documented information and should be offered the opportunity to initial each entry in Part B.

Part A – Employee Information: Contains personal information about the employee, *e.g.*, home address, telephone number, and emergency contacts. Supervisors should have a physical home address (not PSC Box) on file, for emergency purposes. Please ensure that the employee's emergency contact information is current. Additionally, please encourage your employees to update their emergency contact information in MyBiz.

Part B – Supervisor's Notes: Provides an area for supervisory comments and record of events *e.g.*, employee's conduct, reprimands, complaints, notations of required briefings and meetings. Additional entries may be made by using bond paper attached to this part.

Part C – Employee Experience, Awards, Performance and Promotion Factor Ratings, Training Information and Education: Contains current position data and limited data entries.

Section 2 - Position Descriptions or Core Document:

For GS/FWS/WL/WG: Current AF Form 1378, Position Description (PD) and a Performance Plan or an AF Form 1003, AF Personnel Core Document (COREDOC)

- Performance Plans or COREDOCs must be signed and dated yearly by supervisors and employees. If the PD or COREDOC changes or if the employee changes positions the aforementioned documents must be signed and dated within 30 days of the change.
- If employee is in a developmental series (i.e. 5/7/9), current and future AF Forms 1378 or 1003 are to be included. AF Form 1378 may have an evaluation statement attached and/or an addendum to the current position description.
- DO NOT include previously assigned AF Forms 1003 or 1378.

- Include Drug Testing Letters if on a Drug Testing Position (DTP).

For Defense Civilian Intelligence Personnel System (DCIPS) Employees: Maintain the portion of DD 2906D which includes the job objectives, contributing factors, performance indications, reviews, and appraisal.

Section 3 - Appraisals and Awards:

For all GS/FWS/WL/WG Employees:

- AF860A, Civilian Rating of Record–Maintain the original in the 971 folder and provide a copy to employee. Maintain for 4 years running.
- AF860B, Civilian Progress Review Worksheet (feedback), a minimum of 1 must be provided per annual cycle.

For Defense Civilian Intelligence Personnel System (DCIPS) Employees:

- Maintain the portion of DD 2906D which includes interim review(s), closeout assessment, and annual appraisals.

NOTE: Employees are always encouraged to provide ideas, comments, or recommendations relating to performance elements and standards. Any employee’s written comments will be retained in the 971 folder.

Maintain award and commendation material, award recommendation transmittal and justification/citation.

Section 4 - Training:

Maintain training documents such as formal training plans and certificates of completed training.

Section 5 - Annual Leave Schedule:

Current year projected annual leave schedule per AFI 36-815 Chapter 3.

- Supervisor should request leave projections by the end of February and resolve any conflicts.
- Review leave requests by 30 August to ensure that employees with use or lose leave have opportunity to use it before the end of the leave year.

Section 6 - Personnel Actions:

- SF 52, Request for Personnel Action, is maintained until notified of approval or disapproval. Copies of the SF-50, Notification of Personnel Action are NOT to be included in this folder.
- AF Form 2583, Request for Personnel Security Action
- DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement (if required)
- Overseas Tour Extensions and all supporting documentation for extensions.
- Complaints of Indebtedness and employee reply for up to 2 years

Disposition of Folders:**DISPOSITION OF FOLDERS:**

- If the Supervisor leaves - retain files for gaining supervisor or acting supervisor.
- Employee moves to a different organization on base/locally - the losing supervisor forwards the file to gaining supervisor within 10 days.
- When an employee is transferred to another Air Force installation or another agency, the Employee Work Folder is destroyed after 60 days.
- When an employee is separated for any other reason other than entrance into military service or an adverse action, the supervisor destroys the Employee Work Folder after 60 days.
- Employee separation by adverse action-hold file until no longer needed (Work with the Employee Relations Specialists in 86 FSS/FSEC to help make this determination).
- Employee separated to enter military service–supervisor forward the file to 86 FSS/FSEC, customer service to maintain.

NOTE: Medical documentation, including injury compensation forms, suitability and/or security information must not be maintained in this folder. Medical documentation has to be maintained in a confidential Employee Medical Folder (EMF) that is located separately.

Employee Work Folders must be maintained in a secure area that guards against unauthorized access yet is readily accessible for you to enter notes and other documentation.

REFERENCE: AF Pamphlet 36-106, Supervisor’s Records